



Position Description SCHOOL NURSE

Purpose: The School Nurse maintains student health records, keeps them current as provided by law, conducts health screenings, provides chronic health condition follow-up interviews, provides health education talks as requested, serves as consultant, and completes necessary reports to the State of New Mexico.

Reports To: Mid / Elementary School Principal

Terms of Employment: Employed on a part -time basis with hours and compensation as approved by the Executive Director. Hours are flexible up to 4 hours per week.

Qualifications: A registered nurse with preferred experience in school nursing and a willingness to contribute and serve in the following responsibilities.

Responsibilities:

1. The school nurse is responsible for maintaining student health records.
 - a. Update health records on all students on an annual basis, on new students as they enroll, and as new information is received each month.
 - b. A notice on needed Physical Exams and Immunizations is given to parents. Follow-up letters are sent as needed. All students are required by law to be up-to-date on or properly exempted from immunizations. This is cause for suspension from school until the record is correct and complete.

2. The school nurse conducts health screenings as follows:
 - a. Vision screening on all students K through 6, grade 9, and those students new to the school. All K and 1st grade students are screened for color and binocular vision as well. Parents are notified if vision is less than 20/40 in one or both eyes, or color or binocular vision screenings are failed. Elementary school teachers are told who in their class are receiving notices. Parents who request help paying for eye exams and eyeglasses are referred to the Gallup Lions Club.
 - b. Hearing screenings are done on all students in K, 1st, 8th grades and on any student referred by a teacher. A loss of 35dB or greater at two frequencies is referred to parents for medical follow-up.
 - c. Scoliosis screening is done on all K, 6th and 8th grade students. Curves of 5 degrees or greater are referred to parents for medical follow-up.

3. The school nurse will provide advice to the administration relating to health concerns for review and possible implementation.
4. The school nurse will make sure the schools have proper first aid supplies on hand (replenish as needed) in each building and have first aid kits available for field trips.
5. The school nurse will compile the following reports for the State of New Mexico:
 - a. Roster of Immunizations (for K and 7th only).
 - b. Roster of students with immunizations not current.
 - c. Report of legally blind students.
 - d. NM Department of Education School Nursing Report.
6. The School Nurse will provide the following miscellaneous duties as needed:
 - a. Assist in arranging for physicals for students participating in athletics as needed.
 - b. Administer vision and hearing screening for students being referred for Special Education Services.
 - c. Arrange for free flu shots for staff if available.
 - d. Arrange for CPR and First Aide training for staff as required by law.
 - e. Serve on the Health / Wellness committee.

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December, 2018